

## **MADERA COUNTY**

### **SPECIAL DISTRICTS UTILITY MANAGER**

#### **DEFINITION**

Under administrative direction, to manage, supervise, and coordinate the activities and operations of County operated water and sewer systems in accordance with Federal, State, and local laws; and to do related work as required.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional and technical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Manages, supervises, and coordinates County operated water and sewer systems; participates in the development and implementation of goals, objectives, policies, and priorities for County operated water and sewer systems; selects, directs, supervises, trains, and evaluates assigned personnel; identifies opportunities for improving service delivery methods and procedures and reviews with appropriate management staff; participates in the development and administration of the assigned budgets and in preparing budget requests and controlling expenditures; develops work schedules; serves as Safety Officer for the Engineering Department; provides inspection for subdivision improvements and water and sewer systems; provides on-site supervision during emergency situations; coordinates assigned services and activities with those of other divisions and outside agencies and organizations; receives and reviews data concerning process operations; assumes responsibility for the preparation of reports required by other government agencies; develops projects related to assigned areas including preparation of required modifications for water and sewer systems; maintains records for assigned programs; reviews plans and specifications for water and sewer system construction and modifications; assists engineers, sub-dividers, developers, and contractors with the interpretation of codes and ordinances related to water and sewer systems; schedules maintenance and inspection of utility equipment and vehicles; participates in the inspection of water and waste water systems; manages and oversees the design, cost, and scheduling of construction projects; coordinates work crews and equipment during emergency situations; represents assigned functions with other government agencies; interprets program policy in handling situations involving the public.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **Knowledge of:**

Operational characteristics, services, and activities of a water and sewer program.

Principles and practices involved in the construction, maintenance and operation of water systems and sewer systems.

Equipment, tools, and materials used in construction and maintenance work.

Pertinent Federal, State, and local laws, codes, ordinances, and regulations affecting the development, maintenance, construction, and operation of water and sewer systems.

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**Knowledge of:**

Functions and operations of governmental agencies concerned with water systems and sewer systems.  
Hazardous chemical handling and transportation standards.  
Proper inspection methods and procedures.  
Principles and practices of budget development, preparation, and expenditure control.  
Principles of supervision, training, and performance evaluation.

**Skill to:**

Operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.

**Ability to:**

Manage, supervise, and coordinate the water and sewer system functions of the County.  
Supervise, train, and evaluate staff.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Participate in the development and preparation of the assigned budget and expenditure control.  
Oversee the preparation and presentation of operation and activities reports.  
Conduct preventative maintenance and equipment safety inspections.  
Effectively represent assigned programs and operations of the County operated water and sewer system program with the public, community organizations, and other government agencies.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Six years of increasingly responsible work experience in water distribution and sewer system maintenance, operation, and construction work, including at least three years in a supervisory or management capacity.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in water distribution and sewer system maintenance, operation, and construction.

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**License or Certificate:**

Possession of a Grade III Wastewater Treatment Certification and a Grade II Water Treatment Operator's Certificate.

Possession of a Backflow Operator's Certificate.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for emergency call.

**Effective Date:** May, 1995